

Securing non-DoD Computer for OWA

User Training
12/01/2006

Accessing OWA from Home

- In order to access your Navy email account you will need the following items:
 1. A CAC with valid PKI certificates
 2. CAC reader
 3. Middleware*
 4. Install root software
 5. Anti-virus software
 6. Firewall software

* "ActivClient 6.0 for PKI" is recommended. ActivCard Gold 2.2 with SP-2 is the minimum.

Common Access Cards (CAC)

- The Common Access Card (CAC).
 - If your CAC does not have all three certificates (identity, e-mail signature, and e-mail encryption) go to RAPIDS/DEERS facility to get them added.
 - If your CAC is expired, contact your command Trusted Agent (TA).

CAC Readers

- NMCI Outlook web access, (OWA) implementation supports use of CAC identity certificates for authentication, email signing and encryption.
- After completing the OWA training you must install ActivIdentity ver 6.0 or USB or PCMCIA CAC reader on your home computer. (previous versions ActivCard Gold ver 2.2 with SP-2 will not support CACs issued after Nov 2006).
- A successful installation can be confirmed by accessing a web site requiring PKI verification or by using the ActivIdentity 6.0 software

CAC readers

- CAC readers are available for command-authorized OWA users from parent command
- Commands can acquire via Internet, local computer stores, or GSA.
 - Internet Search for “Purchase CAC reader” or
 - GSA# GS-35F-4194D World Wide Technology 800-432-7008
 - USB reader is part number GACG220C001IU
 - PCMCIA reader is part number GACG220C001IU

ActivIdentity ver 6.0

- Software has been purchased by EDS for NMCI and SPAWAR. Licenses are only for personnel currently working for the Navy.
- Software is available from your Command IAM (starting in December 2006).

INSTALLROOT UTILITY

- In addition to ActivCard software you must also go to the Navy's INFOSEC web site and download the most current version (2.18) of the INSTALLROOT utility (left column on home page).
- Running the utility will install all the DOD root certs (CA-5, CA-6, etc) onto your computer and create the **“trusted”** chain that will allow their CAC certificates to show up in the authentication box when accessing OWA.

Electronic Spillage

- In the event of a Spillage of information from your Navy OWA email to you home computer the following action must be taken:
- Immediately contact your supervisor, the Command IAM and Security Manager.
- The IAM will follows the steps in NTD 03-06

Anti-Virus

- Anti-Virus software must be installed on your computer in order to access your Navy OWA email account.
- It can be downloaded for free by Government employees and transferred to your home computer.
- If you currently have anti-virus software running on your computer, verify that you are running a product listed at the following site:
(http://www.cert.mil/antivirus/av_info.htm)

Anti-Virus downloads

- Symantec Anti-virus client can be downloaded at
https://infosec.navy.mil/ps/?t=av/av.tag&bc=av/bc_nortonsw.html
- MacAfee can be downloaded from:
https://infosec.navy.mil/ps/?t=av/av.tag&bc=av/bc_mcafeesw.html
- Trend Micros can be downloaded from:
https://infosec.navy.mil/ps/?t=av/av.tag&bc=av/bc_trendmicrosw.html

Anti-virus installation guides

- Installation guides are available at the same locations as the software.
- These manuals should be read prior to attempted installation of the anti-virus software

Personal Firewall

- Personal firewall software must be installed on your personal computer as well in or to access your Navy email.
- Must contain “Port/Protocol” Filtering
- Must be configured to “deny all”, allow by exception.

Personal Firewall downloads

- Symantec Firewall is bundled with the anti-virus software can be downloaded at https://infosec.navy.mil/ps/?t=av/av.tag&bc=av/bc_nortonsw.html
- MacAfee desktop firewall can be downloaded from: https://infosec.navy.mil/ps/?t=av/av.tag&bc=av/bc_mcafeesw.html

Conclusion

- This concludes the installation portion of this briefing. Please take the quiz which follows this page.

Question 1

- In accordance with the statement of responsibility , it is acceptable for other LAN or wireless connections to exist on your NMCI OWA session.
- A) True
- B) False

Question 2

- PKI certificates are your responsibility and may be obtained from?
 - A) Your Commanding Officer
 - B) NMCI Help-Desk
 - C) A DEERS/RAPIDS Facility
 - D) Homeport

Question 3

- If your computer is lost or stolen you must notify the NMCI help Desk immediately.
- A) True
- B) False

Question 4

- After you have finished accessing your NMCI account you must turn off your computer.
- A) True
- B) False

Question 5

- If you are connecting to NMCI from your home network, you must terminate all connections except the one to NMCI during your session.
- A) True
- B) False

Question 6

- If you do not have anti-virus software installed on your computer you can still access your e-mail account.
- A) True
- B) False

Question 7

- Once you have successfully loaded your anti-virus software, updates should be done at least weekly.
- A) True
- B) False

Question 8

- If you are logged in using a DSL connection, you do not have to clear your cache at the end of your session.
- A) True
- B) False

Question 9

- When ending your OWA session, it is acceptable to log off your computer and leave it in standby mode.
- A) True
- B) False

Question 10

- When ending your OWA session, which action is acceptable?
 - A) Leave your computer in sleep mode.
 - B) Leave your e-mail files open.
 - C) Leaving your computer in standby mode
 - D) Immediately turning off your computer

Answers

1. False
2. C) DEERS/RAPIDS Facility
3. False
4. True
5. True
6. False
7. True
8. False
9. False
10. A) Immediately turning off your computer